



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 12713.2C
201
APR 19 1997

COMBAT CENTER ORDER 12713.2C

From: Commanding General
To: Distribution

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM MANAGEMENT

Ref: (a) Executive Order 11478 (NOTAL)
(b) Public Law 92-259 (NOTAL)
(c) Public Law 92-261 (NOTAL)
(d) 5 CFR Part 720 (NOTAL)
(e) 29 CFR Part 1614 (NOTAL)
(f) EEO Complaints Processing Manual (NOTAL)
(g) EEOC MD 110/702/707/708 (NOTAL)
(h) CPI 713/720/306 (NOTAL)
(i) OPNAVINST 12720.2 (NOTAL)
(j) CCO 5354.1

1. Purpose. To reaffirm the EEO policy at Marine Corps Air Ground Combat Center, Twentynine Palms; describe the functions of the EEO staff and EEO counselors; and provide compliance guidelines for policies and requirements as set forth in references (a) through (j).

2. Cancellation. CCO 12713.2B.

3. Summary of Revision. This revised Order contains a substantial number of changes.

4. Background. References (a) through (j) establish policies for equal employment opportunity throughout the Federal Government which are applicable to all employees in, or eligible applicants for, civilian jobs or positions in the Department of the Navy wherever located, whether paid from appropriated or nonappropriated funds. References (a) through (c) prohibit discrimination based on race, color, religion, sex, age (40 or over), national origin, physical or mental handicap, or reprisal against any employee or applicant for employment with the Federal government for prior EEO complaint involvement. References (d) through (i) contain regulations and guidelines for the administration of the EEO program. Reference (g) requires a multi-year Affirmative Action Program Plan (AAPP) and plans for the hiring, placement, and advancement of handicapped individuals, including disabled veterans. The Combat Center AAPP and Handicapped Individuals and Disabled Veterans Employment AAPP are published in separate Center Orders in accordance with approved Department of the Navy formats. Reference (j) establishes the Cultural Awareness Council that meets specific Military Equal Opportunity (EO) Program and Civilian Equal Employment Opportunity (EEO) Program requirements.

5. Policy. It is the policy of the Commanding General, Marine Corps Air Ground Combat Center, Twentynine Palms, that:

a. All employees of appropriated and nonappropriated fund activities will be accorded equal opportunity for advancement to their maximum potential.

b. Civilian employees and applicants for employment shall not be discriminated against on the basis of race, color, religion, sex, age (40 or over), national origin, or nondisqualifying physical or mental disability.

c. Acts of direct or indirect reprisal, coercion, or intimidation shall not be taken against counselors, complainants, their representatives, or witnesses. This does not relieve such persons of responsibility for their conduct or the truth of their statements and/or testimony.

d. Off center facilities of any kind which practice discrimination, as defined herein, shall not be used for official functions or center-sponsored recreational activities.

e. Recreational, professional, or other employee organizations which practice discrimination, as defined herein, shall not be permitted to use the name of, the facilities of, or be sponsored by any activity of the Combat Center.

f. Proactive affirmative employment programs will be maintained and directed at women, minorities, and disabled individuals to include disabled veterans, and employees within specific grade levels and occupations. Program focus for the disabled will include both employment and improvement in facility accessibility.

6. Equal Employment Opportunity Officials

a. The Commanding General, Marine Corps Air Ground Combat Center, Twentynine Palms, has been designated the Equal Employment Opportunity Officer (EEOO) with overall responsibility for implementing equal employment opportunity policies, providing necessary resources and maintaining continuous familiarity with conditions and circumstances affecting EEO and affirmative action within the Combat Center.

b. The Commanding General is responsible for:

(1) Ensuring the provisions of the EEO Act of 1972 are met and regulations of the office of Personnel Management (OPM), Naval Civilian Personnel Command (NCPC), Equal Employment Opportunity Commission (EEOC), Department of Navy (DON) and Headquarters Marine Corps are enforced as related to equal employment opportunity.

(2) Providing personal leadership in establishing, maintaining, and carrying out a continuing affirmative program designed to promote equal opportunity in employment, development, advancement, and treatment of employee regardless of race, color, religion, sex, age, national origin, or disabling condition in a manner designed to eliminate complaints and/or findings of discrimination.

(3) Ensuring that sufficient time is allocated during working hours for all EEO officials to perform their EEO assignment in a positive and efficient manner.

(4) Deciding complaints of discrimination and directing corrective measures as necessary, when an employee is found to have been the victim of a discriminatory practice, including disciplinary action, if warranted by the circumstances.

c. In order to assist the Commanding General/EEO Officer in the administration of the equal employment opportunity/affirmative action program efforts, the following positions and responsibilities are established.

(1) Deputy Equal Employment Opportunity Officer (DEEOO). Serves as the principal program manager and technical advisor to the EEO Officer. Within the authority delegated by the EEOO, which may include authority to sign for the EEOO "by direction," the DEEOO will:

(a) Advise the EEOO on individual complaints of discrimination.

(b) Assess the knowledge and skills of each counselor and certify that needed training has been completed prior to assigning him or her to counseling duties. Ensure all counselors are skills coded.

(c) Supervise counseling activities.

(d) Work closely with appropriate members of management and management support staff to achieve resolutions and settlement agreements, whenever feasible, during every stage of the complaint process. Coordinate settlement involving personnel actions in accordance with reference (f).

(e) Request the assignment of OCI investigators to conduct formal discrimination complaint investigations and provide investigators with adequate and timely support to facilitate the completion of investigations, fact finding conferences, and complaint settlement.

(f) Ensure that all data on informal and formal complaints are entered into the Complaint Actions Tracking System (CATS) as actions occur. Establish a process to ensure entries are timely, accurate, and complete. Periodically conduct data quality reviews and document the results of such reviews.

(g) Issue an Extension of EEO Counseling, per reference (f), prior to the 25th day after initial contact if counseling cannot be completed within 30 days. All extensions will have the complainant's approval.

(2) EEO Specialist/Special Emphasis Program Manager. In accordance with regulations contained in references (d) through (i) and guidance provided by the Deputy EEO Officer, the EEO Specialist/Special Emphasis Program Manager/Managers, in either full time or collateral duty billets, will be responsible for coordinating the following Special Emphasis Programs for the Combat Center:

(a) Federal women's Program (FWP);

(b) Hispanic Employment Program (HEP);

(c) Upward Mobility Program (UMP);

(d) Federal Equal Opportunity Recruitment Program (FEORP); and

(e) Handicapped Individuals and Disabled Veterans Employment Program (H/DVP).

The EEO Specialist, when assigned full time, is designated the EEO Complaints Counselor and an advisor to the Cultural Awareness Council. As such, the EEO Specialist will provide appropriate assistance and advise the Council on the requirements of the special emphasis programs.

(3) Cultural Awareness Council. Per reference (j), the primary focus of the Cultural Awareness Council is to develop and plan observances and activities for the Combat Center. These observances are designed to increase awareness, mutual respect, and understanding to the ethnic, cultural, and gender diversity issues relevant to mission readiness of all Combat Center military units, the civilian work force, our families, and the local civilian communities. General functions include, but not limited to:

(a) Providing activities that are extensions of education and training objectives mandated by the military EO program and the civilian EEO program.

(b) Ensuring the focus of the observance is directed towards encouraging interaction and not just recognition.

(c) Measuring success of the observance as the level of cross-cultural and cross-gender participation.

(d) Coordinating events with local community organization, such as Chamber of Commerce, cultural/ethnic organizations, and the Joshua Tree National Park Service.

(4) Equal Employment Opportunity Counselor. EEO Counselors (appointed by separate correspondence) assist the DEEO and serve as first point of contact for employees, or applicants for employment, who wish to discuss a problem or complaint which they feel is a result of discrimination based on race, color, religion, sex, age, national origin, physical or mental disability, or reprisal for prior EEO activity or complaint involvement. In attempting to resolve dissatisfactions, the EEO Counselor shall:

(a) Advise employees, former employees, or applicants seeking counseling of their rights and responsibilities.

(b) Gather and analyze information relevant to the acceptability of the complaint, and information to support both the employee's allegations and management's position concerning the issue(s) of alleged discrimination.

(c) Attempt to resolve allegations of discrimination at the informal complaint stage within 30 days of the date the complainant brought the allegations to the EEO counselor's attention or any agreed-upon extension, including presenting to complainant any offers of settlement.

(d) Advise the DEEO, prior to the 25th day after initial contact, if informal counseling cannot be completed within 30 days.

(e) Within 30 days of the date the complainant brought the allegations to the attention of the EEO counselor, or at the expiration of any agreed-upon extension, notify the employee, former employee, or applicant of his or her right to file a formal complaint by issuing a Notice of Final Interview.

(f) Provide information to the DEEOO concerning number of persons counseled and nature of problems as required for monthly reporting purposes.

(g) Timely forward the completed Counselor's Worksheet and Report to the DEEOO upon notification that a formal complaint has been filed.

(h) Provide the EEO Counselor's Checklist for input into CATS.

7. Responsibilities

a. Managers/Supervisors. Supervisors will:

(1) Ensure that their actions are free from discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal because of involvement with a discrimination complaint at any stage of the process or opposition to an unlawful discriminatory employment practice.

(2) Ensure a workplace free from a hostile, discriminatory, and offensive environment, including sexual harassment, and take immediate steps to correct such situations should they occur.

(3) Monitor employee conduct and take corrective action as required.

(4) Communicate discrimination complaint procedures to employees.

(5) Cooperate with EEO program officials, counselors, investigators, and the designated management representative, as required.

(6) Seek reasonable resolution of potential complaints during the counseling stage and cooperate with efforts to settle formal complaints.

(7) Accept responsibility for organizational situations where minorities and women are obviously underrepresented and participate in affirmative actions to achieve improvement through hiring and promotion efforts. When filling positions where minorities and women are among the best of the competing candidates within the selection range for appointment or promotion, each manager and supervisor has the obligation to ensure that they are given full consideration and to select the person whom they believe will best fulfill management's total objectives, including affirmative action objectives in EEO.

(8) Contribute to the planning of an effective AAPP by supporting the position management and position classification programs through active participation in restructuring positions to allow the fullest scope possible for the Upward Mobility Program.

(9) Ensure, to the maximum extent possible, that appointed EEO officials, counselors, and council members are excused from their work unit to attend Cultural Awareness Council meetings and to perform other official EEO Program assignments as required in achieving program objectives. EEO personnel will keep their supervisors informed of pertinent EEO accomplishments.

(10) Strictly adhere to EEO principles in all personnel actions, including, but not limited to, consideration for appointment and promotion, desirable work assignments, assignment of dirty work or occasional unpleasant jobs, rotation of details, reduction-in-force, shift assignments, leave administration, and nomination for formal and informal training.

b. Employees. Employees will:

(1) Conduct themselves in a manner consistent with the principles of EEO and which does not reflect adversely on the Department of the Navy.

(2) Cooperate with EEO program officials, counselors, agency representatives, and investigators, as required.

c. Human Resources Office Personnel. The Human Resources Office personnel will:

(1) Publicize information in support of the EEO program.

(2) Arrange for EEO and counseling training.

(3) Ensure that complete recruitment information reaches target groups, including Hispanics, women, and the disabled, in support of AAPP/FEORP objectives in a timely manner.

8. Action. All employees, supervisors and managers shall fully support and effectively contribute to achievement of the EEO Program objectives. This support will include full cooperation with EEO Program officials in the performance of all assigned EEO functions, and especially with Counselors and Investigators in attempting to resolve discrimination complaints, both formal and informal, so that proper, equitable, and expeditious action may be taken.

9. Applicability. This Order is applicable to all appropriated and nonappropriated fund activities employing civilian personnel aboard the Marine Corps Air Ground Combat Center (MCAGCC).


J. A. KEENAN
Chief of Staff

DISTRIBUTION: A-1



23 Mar 01

MEMORANDUM

From: Adjutant, Marine Air Ground Task Force Training Command
To: Human Resources Officer, Marine Air Ground Task Force Training Command

Subj: ANNUAL REVIEW OF DIRECTIVES

Ref: (a) MCO P5215.1G

1. Request the following Combat Center Orders, which fall under your purview, be reviewed for accuracy. The reference requires all directives be reviewed annually to ensure they reflect current policies, procedures and applicability. When a directive becomes nine years old, it must be canceled, revised or incorporated into another order.

<u>Order Number</u>	<u>Name</u>	<u>Date Published</u>
12713.2C	EEO Program Management	29 Apr 97

2. Should you require a copy of this order, you may go to the MCAGCC Home Page, at [29palms.usmc.mil/Base/manpower/adj] and print or view the order. If there is no electronic version of the order, you may contact the Center Adjutant Admin Chief, MGySgt Johnson, at x6115 to obtain a paper copy.

3. Please complete the attached first endorsement and return to the Center Adjutant by 15 April 2001.

W. A. Holmes
W. A. HOLMES

5000
3-23-01
Date

FIRST ENDORSEMENT

From:
To: Adjutant, Marine Air Ground Task Force Training Command

1. Returned. The subject directive has been reviewed and the following applies, as identified by an "X":

X The directive is current and accurate.

_____ The directive is less than 9 years old, but requires changes. Required changes are attached, or will be staffed for technical review by _____.

_____ The directive is outdated but cannot be revised at this time; awaiting directive from higher authority.

_____ The directive is no longer required and may be canceled.

Remarks:

Jim Cant
SIGNATURE